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Scott Walker
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Donald P. Dunbar
Adjutant General

HS WISCOM Operations Software FY14

Grant Announcement

**Applications must be submitted through
Egrants on or before September 15, 2014**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

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ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Shannon Ladwig (608) 242-3231 shannon.ladwig@wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 deborah.hughes@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS WISCOM Operations Software FY14

Description: These funds will cover the cost to engineer a new capability within the existing network management tool on WISCOM. This enhancement will allow the Department of Justice (DOJ) and the Department of Transportation (DOT) access to the critical life safety system monitoring tools for tracking purposes.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: September 15, 2014

Project Start Date: October 1, 2014

Project End Date: December 31, 2015

Anticipated Funding Amount: \$20,000 is available under this funding opportunity as approved by the Funding Advisory Committee.

Match/Cost Sharing Requirement: None

Eligibility: Only the Department of Justice (DOJ) is eligible sub-grantee for this funding.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for Supplies and Operating expenses as identified in the budget section.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS WISCOM Operations Software FY14

Program Description

WEM will provide grant funds for the engineering of a new capability within the existing network management system of WISCOM. Currently a gap has been identified within this network management system which oversees operational needs of the statewide radio system; this system is currently being used by public safety agencies for critical operations.

Both the Department of Justice (DOJ) and the Department of Transportation (DOT) will have access to this critical life safety system monitoring tools for the intent of tracking system performance.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<http://emergencymanagement.wi.egranets.us/filecabinet/egranets-system-user-guide.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Shannon Ladwig at (608) 242-3231 or at shannon.ladwig@wisconsin.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope

to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

5. Project Narrative

Explain how this capability will enhance the current WISCOM system, including what agencies or local communities will benefit from this project. Describe the deliverables to achieve with this software enhancement, and other relevant details regarding this project.

6. Needs Description

Describe the current problem identified that this grant funding will reduce occurrences or solve: include any current multi-agency operational challenges that will be addressed by this project. Lastly, explain how software will integrate into the current operating procedures.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to DMA. Activities other than those expressly detailed in this grant are not allowable without prior approval from DMA

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf> . It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236